

ELECTRONIC SECURITY SYSTEM MANAGER (ESSM)

Performance Work Statement (PWS)



Prepared by:

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1.0 SCOPE

The scope of this effort is to provide Electronic Security Systems Manager (ESSM) personnel to monitor Paveway IV munitions, Stand-Off Weapons (SOW) and F-15SA Critical Controlled Assets (CCA) at designated Royal Saudi Air Force (RSAF) locations within the Kingdom of Saudi Arabia (KSA) and at Eskan Village, Riyadh. A total of six (6) sites.

All housing, meals, telephones and transportation will be provided by the contractor. The ESSM personnel based at Eskan Village will be housed at Eskan Village. All ESSM personnel responsible for the RSAF bases shall be housed in a location that enables response times in accordance with the requirements.

All clearances, passports, visas, base access requests and any required work permits are to be provided and maintained for currency by the contractor and must be in place prior to in country arrival.

ESSM personnel are expected to perform diagnostic network and equipment trouble shooting actions, be certified on the operation of the IDS system, provide escort support for equipment and produce/provide IDS system training to Saudi personnel

2.0 APPLICABLE DOCUMENTS

The following documents are applicable to this Performance Work Statement to the extent specified herein.

- 2.1 Paveway IV Standard Operating Procedures (SOP)
- 2.2 CCA Standard Operating Procedures (SOP)
- 2.3 SOW Standard Operating Procedures (SOP)

3.0 REQUIREMENTS

- 3.1 Program Management Requirements
 - 3.1.1 United States Government (USG) and the United States Military Training Mission (USMTM) will hire an ESSM/A at Eskan Village in order to oversee and manage ESSM personnel.
 - 3.1.2 The contractor shall provide program, technical, and administrative support for project oversight.
 - 3.1.3 The contractor shall conduct scheduling, budgeting, and reporting to ensure execution is within cost and schedule.
 - 3.1.4 The contractor shall prepare and submit to the government a monthly written status report to include: a summary of tasks accomplished over the past month; analysis of false alarm, nuisance alarm, and maintenance trends; anticipated major tasks for the coming month; and a summary of funds expended for the past month and cumulatively for the entire period of performance. (CDRL A001)
 - 3.1.5 The contractor shall ensure all personnel maintain valid security clearances, Common Access Cards, current country visas, and base access for their personnel.

3.2 Technical Requirements

- 3.2.1 The contractor shall perform United States Government (USG) ESSM designated tasks in accordance with applicable documents listed in Section 2 (Standard Operating Procedures) of this document.
- 3.2.2 The contractor shall have personnel available 24/7/365 on one-hour notice (2 hour as a maximum or as conditions dictate) for the opening of storage facilities, escorting of assets and inventory actions according to the relevant SOP direction. The contractor shall have a minimum of 2 personnel manning the Eskan oversight location 24/7/365.
- 3.2.3 The contractor shall maintain a validated and current access list for US Government personnel.
- 3.2.4 The contractor shall perform accountability on assets No Later Than (NLT) 4 hours after alarmed incident.
- 3.2.5 The contractor shall notify United States Military Training Mission (USMTM) in the event of an intrusion, and shall be available to be notified by RSAF/Air Police Commander.
- 3.2.6 The contractor shall work in concert with RSAF ESSM.
- 3.2.7 The contractor shall document and report maintenance records, active, false, and nuisance alarms monthly to RSAF - Air Police, Central Security Control Station (CSCS), and RSAF - Armament and Munitions Director, USMTM.
- 3.2.8 The contractor shall monitor and account for RSAF Paveway IV munitions, Stand Off Weapons (SOW) located at designated RSAF facilities as detailed in section 2 (Standard Operating Procedures) of this document. The contractor shall monitor, account for, escort and issue F-15SA Critically Controlled Assets (CCA) at locations containing CCA in accordance with section 2 (Standard Operating Procedures) of this document.
- 3.2.9 The contractor shall perform account inventory and stock control, research and identification of spares, supplies and equipment.
- 3.2.10 The contractor shall monitor, repair and maintain Intrusion Detection System (IDS) to ensure 24 hour functionality, schedule functional tests and annotate any alarms and/or discrepancies with the security system. A minimum supply of spare IDS sensors and components (Cameras, BMS, PIRs, volumetric sensors and other system components) shall be maintained at sites and/or at Eskan in order to facilitate rapid system repair and/or replace activities. The contractor shall coordinate with RSAF Communications Squadron as required on complicated repairs.
- 3.2.11 The contractor shall provide on-call 24/7/365 support of the IDS. Contractor must be certified for use and administrative actions on the IDS used for monitoring. As per the security agreement with the United States Government and the Kingdom of Saudi Arabia, an initial certification of the IDS will be performed by the Defense Technology Security Administration (DTSA). Quarterly evaluations comprised of no-notice tests will be performed by

ESSM personnel and results provided to the United States Government (USG).

- 3.2.12 The contractor shall monitor IDS to ensure RSAF secure storage facility security is meeting established requirements listed within Standard Operating Procedures (SOP).
- 3.2.13 The contractor shall validate all false and nuisance alarms at site, maintaining logbooks to document any and all alarm notifications. Date, time, alarm type and RSAF response will be annotated. Logbooks shall be kept for the duration of the contract, turned over to the Government at the conclusion of the contract, and may be done on locally produced forms.
- 3.2.14 The contractor shall analyze and report on trends observed in Nuisance Alarm Rates (NAR), False Alarm Rates (FAR), and maintenance actions.
- 3.2.15 The contractor shall advise on site Royal Saudi Air Police on ESSM operations and secure storage structural deficiencies. The contractor shall recommend necessary actions to remedy deficiencies or problem areas.
- 3.2.16 The contractor shall review operational status of IDS sensor subsystems on a daily basis. These tests are conducted to ensure annunciation and display segments of the system are functioning correctly.
- 3.2.17 The contractor shall conduct ESSM functional quarterly exercises and requirements designed to test system operational capability. Exercises will be executed in accordance with RSAF checklists. Exercise results will be kept on file for at least one year to monitor trends.
- 3.2.18 In the event of IDS system failure, the contractor shall trouble shoot and assess the severity of the failure. The contractor shall provide all equipment/software needed to administer trouble shooting actions.
Failures fall in one of the following categories:
 - 1) Network, the entire system or major portion is inoperative
 - 2) Security, breach of access—an intruder can gain access to the protected area without crossing or passing through a line of detection, a facility or individual resource component failure that allowed an intruder to gain access to the resources
 - 3) Equipment, if the primary or alternate annunciation equipment fails, camera failure, sensor failure, etc.
- 3.2.19 The contractor must notify USMTM and USG of system failures and service disruptions. The contractor shall assess and provide the severity of, time of occurrence and implementation of corrective actions.
- 3.2.20 The contractor must maintain and provide copies to the USG and USMTM, a listing of all system user IDs and passwords.
- 3.2.21 The contractor shall perform system and component maintenance. The contractor shall perform the activities for placing work orders for system repairs, disposal or shipment.

- 3.2.22 The contractor shall determine anticipated workloads and schedule supply activities in accordance with established standards.
- 3.2.23 The contractor shall identify needed requirements for storage, including classified, sensitive, hazardous and flammable. Additionally, the contractor shall ensure the prevention of deterioration and contaminating effects of light, cold, heat, moisture and destruction of property by insects and vermin.
- 3.2.24 The contractor shall develop an IDS training program for RSAF system operators to meet local requirements. The training program shall include a detailed block of instruction for the ESS being monitored. This will include but not limited to, all aspects of the system operation (i.e. acknowledging, assessing and responding to alarms, troubleshooting system failures and maintenance procedures). (CDRL A002)
- 3.2.25 The contractor shall conduct IDS training. Training may be conducted while on-duty or in a formal classroom environment or a combination of both. At a minimum, once certified, an operator will complete annual refresher training to ensure IDS currency.
- 3.2.26 [CCA Specific] The contractor shall manage, escort and monitor critical controlled assets and is responsible for maintaining accountability and accurate inventory of serialized aircraft assets in secure storage facility at all times.
- 3.2.27 [CCA Specific] The contractor shall access secure storage facility for all critical controlled assets issuing, escorting, removal and return operations.
- 3.2.28 [CCA Specific] The contractor shall annotate all asset movements in and out of the secure storage facility in a logbook. Logbook is kept for a minimum of one (1) year and can be done on locally produced forms.
- 3.2.29 [CCA Specific] The contractor shall provide escort services for critical controlled assets within supported country. Responsibilities may include escorting aircraft assets from the United States to base location in support country and/or vice versa.
- 3.2.30 [Eskan Village] The contractor shall continuously operate and monitor the IDS 24/7/365 to ensure RSAF secure storage facilities and security procedures are meeting USG standards.
- 3.2.31 [Eskan Village] The contractor shall provide ESSM support and escort to the Al Salam Aircraft Company Conversion Installation Facility (CIF) CCA movements as directed.
- 3.2.32 [Eskan Village] The contractor shall assist ESS managers in IDS system or storage facility structural deficiencies and advising on necessary action programs to remedy problem areas.
- 3.2.33 [Eskan Village] The contractor shall maintain commercial manuals that describe equipment components and operating procedures for the ESS that is in use. The manuals shall be on hand unless they can be accessed electronically 24 hours a day at another agency.

- 3.2.34 If needed, the contractor shall temporarily fill ESSM positions in alternate downrange locations or Eskan Village.
- 3.2.35 The contractor shall provide escort of CCA assets, provide escort to and from CONUS locations as directed.
- 3.2.36 The contractor shall provide personnel in execution of these requirements. The following table provides a tentative manning schedule:

ESSM Manning		
Note: Dates and number of personnel are subject to change		
Base Year		
Location	Start Date	Number of Personnel
Eskan Village	1 January 2016	5
Eskan Village	1 December 2016	1
Taif- PAAB	1 January 2016	1
Khamis -- KKAB	1 January 2016	1
Dhahran -- KAAB	1 March 2016	0
Tabuk -- KFAB	1 October 2016	0
		Total = 8
Option Year 1		
Location	Start Date	Number of Personnel
Eskan Village	1 January 2017	6
Taif- PAAB	1 January 2017	1
Khamis -- KKAB	1 January 2017	1
Tabuk -- KFAB	1 January 2017	1
Dhahran -- KAAB	1 January 2017	0
Al Kharj-PSAB	1 June 2017	1
		Total = 10
Option Year 2		
Location	Start Date	Number of Personnel
Eskan Village	1 January 2018	6
Taif- PAAB	1 January 2018	1
Khamis -- KKAB	1 January 2018	1
Tabuk -- KFAB	1 January 2018	1

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Dhahran -- KAAB	1 January 2018	0
Al Kharj -- PSAB	1 January 2018	1
		Total = 10

4.0 QUALIFICATIONS AND EXPERIENCE

Contractor personnel must have extensive USAF or other US Military aviation /security service managing the diversity and complexity of munitions / logistics / supply systems and security related programs.

Contractor must have a minimum 10 years of military aviation munitions / logistic / security / supply / depot work experience.

Contractor must have the ability to work long or non-traditional shifts as required. Contractors must function as an overall team to accomplish all tasks and USMTM mission.

Contractor must possess and maintain US Secret Security Clearance throughout employment.

All Contractor personnel must be proficient in Bosch VMS Version 5 and Vindicator security and video management systems. Personnel at all sites must be able to maintain and perform component replace and repair activities on the security and video management systems. Personnel at the remote sites must be prepared to be trained and to train both ESSM and RSAF on the systems.

5.0 ETHICAL STANDARDS

All duties will be performed in a professional manner and cultural attributes will be respected at all times by all parties. Do not discuss offenses or incidents, except in the line of duty. In addition, do not accept any advantage, gratuity, or reward for performing official duties. As a member of the joint effort between the Kingdom of Saudi Arabia and the USG, you are the visible representative of your Government. It is your duty to accept the authority with which you have been entrusted and to carry out the responsibilities, firmly and in a manner that commands respect.

6.0 FEDERAL, STATE AND LOCAL LAW VIOLATIONS

The contractor shall perform the requirements of this contract in such a manner as to not violate any federal, state, or local laws, to include all Codes of Federal Regulations (i.e., Occupational Safety and Health Act, Environmental Protection Act, etc.). The contractor shall be solely responsible for any reporting requirements and repercussions resulting from such violations. No work requirements directed in this SOW shall supersede applicable laws and regulations. However, if conflicts arise in the interpretation of applicable rules and regulations, the contractor shall notify the Contracting Officer Representative (COR), in writing, and the COR will make the final determination.

7.0 CDRL SUMMARY

The following CDRLs are required and are applicable to this ESSM SOW, based on contractor format.

Contract Data Requirements List (CDRL) Summary		
Data Item No.	Data Item Description (DID)	Title Of Data Item
A001	DI-MGMT-80227	Contractor's Progress, Status and Management Report
A002	DI-PSSS-81523	Training Materials